

## ***ARTICLE I***

### **NAME AND SYMBOL**

The name of this organization shall be the Appalachian Studies Association. The symbol shall be the mountain symbol as it appears on Appalachian Studies Association stationery and publications.



## ***ARTICLE II***

### **ARTICLES OF ORGANIZATION**

This association is a not-for-profit corporation organized under the laws of the state of Kentucky. Its "articles of organization" shall include these bylaws and the articles of incorporation as submitted to the state of Kentucky.

## ***ARTICLE III***

### **PURPOSES**

The purposes of this organization shall be: (1) to foster cooperation among Appalachian writers, artists, scholars, and members of Appalachian-oriented organizations, agencies, and communities; (2) to further the exchange of information concerning Appalachian people and the Appalachian region including such items as knowledge of research projects, research data and findings, creative work, academic programs, and community-based programs through such means as conferences and newsletters; (3) to further the goals of scholarship, teaching, and learning about Appalachian people and the Appalachian region; (4) to stimulate new work of significance in the field of Appalachian studies by communicating research information as well as a concern about research activities which affect public policy regarding Appalachian people and the Appalachian region.

This association shall encourage broad-based participation in all of its activities.

## ***ARTICLE IV***

### **ARCHIVES AND HISTORY**

Section 1. The archives of the association shall be located at Berea College, Berea, Kentucky.

Section 2. The history of the association shall be maintained by an association member appointed by the president.

## *ARTICLE V*

### PUBLICATIONS

Members shall receive all publications of the association whether or not they attend the annual conference.

#### Section 1. **Newsletter.**

*Appalink*, the official newsletter of the Appalachian Studies Association, shall be published two times annually.

#### Section 2. **Journal.**

The *Journal of Appalachian Studies* shall be edited and published by the Appalachian Studies Association. Members of the association shall receive a subscription to the journal as part of their membership. One issue each year will contain a representative selection of the best papers delivered at the annual conference. Financial support provided by the association for publication of the journal will be in accordance with the proposal accepted by the membership at the annual business meeting held on March 12, 1994. The terms of this agreement are open to review and renegotiation by the JAS Board of Editors and the elected representatives of the Association..

## *ARTICLE VI*

### BASIC POLICY

The following are basic policies of this association:

- A. The association shall be noncommercial, nonsectarian, and nonpartisan.
- B. The name of the association shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the purposes of the association.
- C. The association shall not directly or indirectly participate or intervene in any way (including publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities in attempting to influence legislation by propaganda or otherwise.

D. The association may cooperate with other organizations and agencies concerned with the welfare of the citizens of Appalachia, but persons representing the association in such matters shall make no commitments that bind the association.

E. The association intends to be a forum for divergent views, illuminating issues, providing information, and encouraging an awareness of the complexity of issues facing the people of Appalachia.

F. In the event of dissolution of the association, its assets shall be distributed for one or more of the exempt purposes specified in Section 501 c (3) of the Internal Revenue Code of 1954 as from time to time amended.

## ***ARTICLE VII***

### **MEMBERSHIP AND DUES**

Section 1. **Eligibility.** Membership in the Appalachian Studies Association shall be open to any individual with an interest in the Appalachian region and shall be available without regard to race, color, creed, sex, age, national origin, sexual orientation, or disability.

Section 2. **Categories.** There shall be two (2) categories of membership in the association. These are: Regular and Student.

Section 3. **Dues.** Membership and conference fees shall be reviewed annually by the steering committee.

## ***ARTICLE VIII***

### **MEETINGS**

Section 1. **Annual Meeting.** There shall be one annual meeting of the Appalachian Studies Association called the Appalachian Studies Conference. This meeting shall be held in the spring of each year. The annual Business Meeting shall be held during this meeting.

Section 2. **Site Considerations.** The following criteria shall be used in selecting the site for the conference:

- a. **Regional Rotation:** Conference sites shall be selected on the basis of a scheduled regional rotation system, starting with the Appalachian portions of the following states: 1) Georgia, Alabama, South Carolina, North Carolina, Tennessee, and Mississippi; 2) Virginia, Kentucky and West Virginia (except panhandles); and 3) West Virginia panhandles, Ohio, Pennsylvania, Maryland and New York and so in that order. Deviations from this sub-regional rotation system must be approved by the Steering Committee.

b. **Spatial Considerations:** Sites should have both a sufficient number of meeting rooms and the necessary facilities to house special exhibits (presses, organizations, photographs, etc.), a banquet, business meeting, and entertainment. It is preferable for all participants to be housed in a central facility; however, a variety of housing options and prices is to be sought.

c. **Financial Sponsorship:** Host organizations that will make a financial commitment to the conference should be sought. When possible, sites should be chosen where there is a willingness to underwrite costs of meeting space, registration, exhibit space, and audio-visual presentations. The Vice-President/President Elect and Program Vice-Chairperson/Program Chairperson Elect shall negotiate for conference support from future sponsors in an effort to defray conference costs.

d. **Auxiliary Services:** Host institutions should be sought where there is a willingness to contribute in-kind support for the work of the program chairperson and the local arrangements committee.

e. **Type of Site:** Both academic and non-academic sites shall be considered for the conference.

Section 3. **Mid-Term Meeting.** There shall be a meeting of the newly elected officers and steering committee following each conference. The agenda for this meeting shall be determined by the president. The program committee shall meet as necessary.

Section 4. In addition to the Annual Business meeting and Steering Committee meetings, business of the association may be conducted through teleconference and electronic means.

Section 5. Election of officers and other voting or balloting necessary for the organization may take place electronically, through teleconferencing or by written ballot.

## ***ARTICLE IX***

### **OFFICERS**

Section 1. **Officers.** The officers of the Appalachian Studies Association shall consist of:

a. Elected Officers

(1) President/Immediate Past President

(2) Vice-President/President Elect

- (3) Secretary/*Appalink* Editor
- (4) Treasurer
- (5) Program Chairperson/Immediate Past Program Chairperson
- (6) Program Vice Chairperson/Program Chairperson Elect
- (7) At-large Steering Committee Member (Six)

b. Appointed Officers

- (1) Archivist
- (2) Journal Editor
- (3) Ex-officio Executive Director
- (4) Liaison Officer
- (5) Historian
- (6) Website Chairperson
- (7) Scholarship Chairperson
- (8) Finance Chairperson
- (9) Membership Chairperson
- (10) Communication Chairperson
- (11) Awards Chairperson

Section 2. **Eligibility.** All officers must be members of the association.

Section 3. **Term of Office.** The following shall be terms of office for each of the officers:

a. Elected Officers

- (1) President/Immediate Past President –two years
- (2) Vice-President/President Elect-one year
- (3) Secretary/*Appalink* Editor-three years

- (4) Treasurer-three years
- (5) Program Chairperson/Immediate Past Program Chairperson –two years
- (6) Program Vice Chairperson/Program Chair Elect –one year
- (7) At-large Steering Committee Member (Six) –three years

b. Appointed Officers. All appointed Officers shall serve a term of three years renewable as voting members of the Steering Committee.

- (1) Archivist (Berea)
- (2) Journal Editor
- (3) Ex-officio Executive Director (one year, renewable)
- (4) Liaison Officer
- (5) Historian
- (6) Website Chairperson
- (7) Scholarship Chairperson
- (8) Finance Chairperson
- (9) Membership Chairperson
- (10) Communication Chairperson
- (11) Awards Chairperson

Section 4. **Nominations and Elections.** The nomination and election of candidates for office in the association shall occur in the following manner:

- a. A nominating committee shall be appointed by the president each year. This committee shall consist of two individuals presently serving on the steering committee and shall be chaired by the vice-president.
- b. A Call for Nominations shall be published in the fall issue of *Appalink*.
- c. A slate of officers and committee members shall be selected by the nominating committee. A ballot with that slate, together with biographical information on each nominee, shall be printed in the pre-conference issue of *Appalink*. Space shall be provided on the printed ballot for write-in

candidates. Ballots must be returned to the chairperson of the nominating committee for tabulation. Electronic and/or paper ballots will be counted by the Chairperson of the Nomination Committee. Election results will be reported by the chairperson of the nominating committee to the membership at the annual business meeting and published in *Appalink*. Tied elections will be voted upon by members present at the annual business meeting.

Section 5. **Reelection.** No elected officer or member of the steering committee may serve in the same capacity for more than two full successive terms.

## *ARTICLE X*

### *DUTIES OF OFFICERS*

Section 1. **President/Immediate Past President.** The president shall preside at all meetings of the association and steering committee; shall perform other duties as may be prescribed by these bylaws or assigned to him or her by the association or by the steering committee; shall provide steering committee leadership, implement the long range plan, present nominations to the association, and coordinate the work of the officers and committees of the association in order that the objectives of the organization may be promoted. The president shall direct fundraising efforts and serve as spokesperson for the promotion of the association and its goals. Following his or her term of office, the president shall serve as the conference chair for the current year, mentor the incoming president, and raise money for the current year's conference.

Section 2. **Vice-President/President Elect.** The vice-president shall act as aide to the president; shall perform the duties of the president in his or her absence. The vice-president becomes president in the year following his or her term as vice-president and succeeds to the office of president should the office become vacant before the term expires. The vice president/president elect will submit by-law changes to the association and present a conference budget for the conference two years hence to the steering committee. The Vice President/President Elect will serve as a member of the Finance and Development Committee.

Section 3. **Secretary/*Appalink* Editor.** The secretary shall record the minutes of all meetings of the association and the steering committee; and shall maintain a copy of the association bylaws, articles of incorporation, and *Robert's Rules of Order*. The secretary shall be responsible for the publication of *Appalink*.

Section 4. **Treasurer.** The treasurer shall provide financial oversight of association funds, accounts, and policy through the administrative office. The administrative office shall have custody of all the funds of the association; shall keep full and accurate account of receipts and expenditures; and shall make disbursements in accordance with the budget adopted by the steering committee, and shall make no disbursements not included on or exceeding the line item in the relevant fiscal year's budget without the advice and consent

of the treasurer. The administrative office shall provide the treasurer with an annual audit and a full financial statement for association accounts at least annually. The treasurer shall present this statement and an assessment of the financial condition of the association at each annual meeting of the association and at other times when requested by the steering committee. The treasurer will examine the books and provide regular reports to the steering committee. The treasurer, working with the association's Executive Director and CPA, shall take particular care to file all forms required by the Internal Revenue Service in a timely and accurate fashion.

**Section 5. Program Chairperson/Immediate Past Program Chairperson.** The program chairperson shall oversee the planning and efficient operation of all aspects of the annual conference; shall officiate at all meetings of the program committee; and shall appoint a local arrangements chairperson and local arrangements subcommittee members. The program chairperson may appoint up to two (2) members to the program committee. Following his or her term of office, the program chairperson shall serve one year on the program committee. The Immediate Past Program Chairperson will assist with conference program continuity and serve in an advisory capacity.

**Section 6. Program Vice-Chairperson/Program Chairperson Elect.** The program vice-chairperson shall act as aide to the program chairperson; shall perform the duties of the chairperson in his or her absence; and shall negotiate for conference support from future sponsors. The program vice-chairperson shall become the program chairperson in the following year.

**Section 7. At-large Steering Committee Member.** See Article XI, Section 1.

**Section 8. Archivist.** The archivist shall be responsible for collecting and preserving the related to the activities of the Appalachian Studies Association in the association archives at Berea College, Berea, Kentucky.

**Section 9. Journal Editor.** The journal editor shall be responsible for editing and publishing the *Journal of Appalachian Studies*.

**Section 10. Executive Director.** The Executive Director shall be responsible for the day-to-day operation of the ASA administrative office.

**Section 11. Liaison Officer.** The liaison officer shall be responsible for facilitating and communicating transactions between the ASA and its institutional base.

**Section 12. Historian.** The historian shall be a nonvoting member of the steering committee nominated by the nominating committee and appointed by the president. The historian shall be responsible for maintaining the association's timeline; cooperating with the archivist in gathering relevant materials and information; and communicating the history of the association to the membership at the association's annual conference, on its website, and in its newsletter and journal.

Section 13. **Website Committee Chairperson.** The website committee chairperson shall be responsible for maintaining the ASA website and communicating all suggestions and concerns to the website overseer. ~~The website committee chairperson shall be a member of the Communications Committee~~

Section 14. **Scholarship Committee Chairperson.** The scholarship committee chairperson shall be responsible for maintaining the scholarship committee and leading it in decision-making about scholarship funding and allocations, and regularly communicating the results of the committee's work to the steering committee.

Section 15. **Finance Committee Chairperson.** The finance committee chairperson, appointed by the president, shall be responsible for maintaining the finance committee, leading it in producing budget forecasts and fundraising strategies, and regularly communicating the results of the committee's work to the Steering Committee.

Section 16. **Membership Committee Chairperson.** The membership committee chairperson shall be responsible for devising strategies to ensure that the membership base remains sustainable, engaged, and diverse.

Section 17. **Communication Committee Chairperson.** The Communications Committee Chairperson, appointed by the ASA President, shall be responsible for ensuring that information for all association communication formats is submitted for publication and is completed in a timely manner.

Section 18. **Awards Committee Chairperson.**

## *ARTICLE XI*

### COMMITTEES

Section 1 **Steering Committee.** Members of the steering committee shall include all officers (elected and appointed), with terms of office as outlined under Article IX, Section 3. In addition, six at-large members, having three-year terms, shall be elected.

a. Election of at-large steering committee members. At-large members shall serve for **three (3)** years, with **two** new members being elected each year. At-large members shall be elected by written ballot as described in Article IX, Section 4.

b. Duties of steering committee. The duties of the steering committee shall be:

- (1) to transact necessary business in the intervals between association meetings and such other business as may be referred to it by the association;
- (2) to create standing and special committees;

- (3) to oversee the work of the program committee;
- (4) to approve an annual budget and request an official audit as needed.
- c. Quorum. A simple majority of members of the steering committee shall constitute a quorum. All actions accepted by a quorum shall be deemed legal. Other voting procedures will follow *Robert's Rules of Order*.
- d. Meetings. The steering committee shall meet at least twice during the year. Other meetings may be called as deemed necessary by the president.

## Section 2. **Program Committee.**

- a. Membership. The program committee shall consist of:
  - (1) Program Chairperson/ Immediate Past Program Chairperson
  - (2) Program Vice-Chairperson/Program Chairperson Elect
  - (3) Local Arrangements Chairperson (appointed by the Program Chairperson)
  - (4) Association President, ex-officio
  - (5) At-Large Members (four members)
  - (6) Additional members (up to two additional members may be appointed by the Program Chairperson)
  - (7) Immediate Past Program Chair
- b. Election of at-large program committee members. At-large members shall serve a one (1) year term. At-large members shall be elected by written ballot as outlined in Article IX, Section 4.
- c. Duties of program committee. The program committee shall be responsible for the planning and execution of the program for the annual conference including:
  - (1) preparing and mailing the Call for Papers;
  - (2) reviewing and selecting papers and presentations for the conference;
  - (3) providing a preliminary program and pre-registration materials;
  - (4) providing the final printed program, to be distributed at the conference.

## Section 3. **Local Arrangements Subcommittee.**

- a. Membership. The local arrangements subcommittee shall consist of the program chairperson, the local arrangements subcommittee chairperson, and other members appointed by the program chairperson.
- b. Duties. The local arrangements committee shall be responsible for making all necessary site arrangements including selecting menus, selecting entertainment, selecting meeting and banquet rooms, and carrying out any other activities deemed necessary for a successful conference.

## Section 4. **Website Committee.**

- a. Membership. The website committee shall consist of the chairperson and from three to six regular members appointed by the ASA President to rotating terms. The ASA Executive Director, the Editor of *Appalink*, and the Editor of the *Journal of Appalachian Studies* will also serve as *ex officio*, nonvoting members of the website committee.

b. Duties. The website committee shall receive all suggestions from ASA members, deliberate and approve any changes to the website, and communicate such changes to the website overseer who will play an advisory role and will have veto power over all suggestions which simply are not technologically feasible.

Section 5. **Ad Hoc Committees.** Special or ad hoc committees may be appointed by the president or by the steering committee as needed.

Section 6. **Nominating Committee.** The vice president shall form and chair a committee to nominate individuals to all vacant elected and appointed offices of the ASA. The nominating committee shall solicit nominations from the ASA membership by issuing a call for nominations in the fall edition of the ASA newsletter, Appalink. The committee shall report its slate of nominees to the steering committee at its fall meeting and to the ASA membership through a ballot in the spring edition of Appalink. The committee shall be comprised of the vice president and up to four other members of ASA appointed by either the vice president or the president as needed.

Section 7. **Scholarship Committee.**

a).Membership. The scholarship committee shall consist of the chairperson and from three to six regular members appointed by the ASA president to rotating terms. The ASA Executive Director, Silent Auction organizer, and the vice president/president elect will also serve as *ex officio*, nonvoting members of the scholarship committee.

b.)Duties. The scholarship committee shall receive all suggestions from ASA members, assist with fund raising for scholarships, devise and implement a mechanism for allocating funds raised for scholarships, and cooperate with the Treasurer and Executive Director in accounting for all scholarship funds dispersed. Decisions of the Scholarship Committee shall be communicated to the steering committee for its approval.

Section 8. **Finance Committee.**

a). Membership. The finance committee shall consist of the chairperson and from three to six regular members appointed by the ASA president to rotating terms. The ASA treasurer, scholarship committee chairperson, liaison officer, and Vice President/President Elect shall serve as members of the committee; the Executive Director shall serve as a nonvoting member.

b). Duties. In conjunction with the treasurer and Executive Director, the finance committee shall develop three-year projected budgets for both the annual conference and the overall association, recommend and assist in the implementation of fundraising and development strategies, and respond to special requests from the Steering Committee. Recommendations of the finance committee shall be communicated to the steering Committee for its approval.

**Section 9. Membership Committee.**

- a). Membership. The Membership Committee shall consist of the chairperson and at least two regular members appointed by the ASA president to three year rotating terms. The committee will include at least one scholar (with survey, statistical or research methods training) and at least one community/ activist representative. The ASA Executive Director and the Scholarship Committee chairperson shall serve as ex officio nonvoting members of the committee.
- b). Duties. The committee will collect information about ASA members and devise strategies to ensure that the membership base remains sustainable, engaged, and diverse. The Membership Committee will report information to the Steering Committee and will collaborate with the ASA Executive Director and office staff in the collection of information regarding ASA membership matters.

**Section 10. Communications Committee.**

- a. Membership The Communications Committee shall consist of the Chairperson Website Chairperson and member responsible for public relations In addition the Communications Committee chairperson may appoint three additional ASA members to the committee
- b. Duties The committee will request collect and report information for Appalink and the ASA website The committee will coordinate with ASA President Conference Program chair and Local Arrangements Chair for release of conference news

***ARTICLE XII***

***BUDGETS AND APPROPRIATIONS***

Section 1. **Treasury.** The treasury shall consist of membership dues as collected and any additional funds as raised by the association.

Section 2. **Authority.** Checks for amounts over \$500 must be signed by both the treasurer and the president or his or her appointee. Such funds shall be spent in accordance with the approved budget.

Section 3. **Scholarship Fund.** Scholarship funds have been established to support both youth and community participation in the annual conference. Such funds shall be allocated by the Scholarship Committee subject to approval by the Steering Committee.

***ARTICLE XIII***

***RESIGNATIONS***

All resignations occurring during active terms of office shall be filled through appointments by the president, except that the vice-president/president elect shall assume the office of president should a vacancy occur.

***ARTICLE XIV***  
***FISCAL YEAR***

The fiscal year shall be from July 1 to June 30.

***ARTICLE XV***  
***PARLIAMENTARY AUTHORITY***

*Robert's Rules of Order Newly Revised* shall govern the association in all cases in which they are applicable and in which they are not in conflict with these bylaws.

***ARTICLE XVI***  
***AMENDING THE BYLAWS***

Amendment to these bylaws may be made in the following manner:

- A. Any member may submit in writing a suggested change to the steering committee together with an explanation of the justification for the change.
- B. The proposed change will be read, discussed, and possibly revised by the steering committee.
- C. If approved by the steering committee, the proposed amendment will be printed in the next issue of *Appalink*, which must be mailed at least thirty (30) days prior to the annual conference. Discussion of the proposed amendment will take place at the annual business meeting of the conference. A written ballot will be distributed to the membership for vote either at the conference or by mail. Members not attending the conference may submit a proxy.
- D. Bylaws amendments require approval by two-thirds of the members voting.
- E. Ballots will be returned to the secretary who will maintain the official copy of the association bylaws.

(Adopted 1978; Amended 1979, 1980, 1983, 1987, 1993, 1995, 1997, 1999, 2001, 2003, 2005, 2006, 2007, 2008, 2009)